

COMMERCIAL VEHICLE INSTRUCTION SHEET

Commercial Vehicle Definition - For collision reporting purposes only, a commercial vehicle is any vehicle equipped to carry property which has at least 2 axles and 6 or more tires on the ground (including pickups with dual rear tires), any vehicle displaying a hazardous materials placard, and buses designed to carry 16 or more persons, including the driver.

- **Axles** - Record the total number of axles, including auxiliary axles, of this vehicle or vehicle combination (include axles in the up position which are not in contact with the pavement). NOTE: If a unit is transporting other units where one set of axles is on the power unit and another set is on the ground (i.e. logging trucks, piggy back bobtails), record the axles with wheels on the ground.
- **GVWR-Power** - GVWR is the manufacturer's designation for the amount of weight the Vehicle/Tractor was manufactured to haul. GVWR for trucks is usually found on the driver's side of the vehicle on hinge pillar, door-latch post, or door edge. Manufacturer's designation for GVWR should not be confused with registered weight. However, buses are registered at the manufacturer's GVWR, so information may be obtained from the registration.
- **GVWR-Trailer** - Record the combined GVWR of all the trailers. The GVWR for most trailers is located on a plate mounted on the frame near the front left corner of the trailer. For example, the unit is a tractor with a double trailer. Each trailer has a GVWR of 30,000 pounds; enter 60,000 in the GVWR Trailer box.
- **DOT or ICC MC Number for Load** - Determine if the cargo is an interstate load.
An interstate carrier hauls loads between states and must have a United States Department of Transportation (US DOT) number. Any carrier hauling regulated commodities must also have an Interstate Commerce Commission Motor Carrier (ICC MC) number. Exempt loads listed in the IVCR manual do not require ICC MC numbers. The US DOT number (six or seven digits) is always preceded by the letters US DOT. The ICC MC number (up to six digits) may be preceded by the letters ICC or MC. (An intrastate carrier hauling loads in only one state is not required to have a US DOT number or an ICC MC number unless they transport hazardous materials.)

If the vehicle is hauling an interstate load, determine the carrier responsible for the load. The correct US DOT or ICC MC number is that of the carrier or business that controls the movement of the load (not the movement of the truck). For example: OK Truck Company leases a truck to Company X for a month. Company X subleases the truck to haul goods for AB Freight. The loads being transported interstate during that month would be transported under AB Freight's license. AB Freight's number would be the correct number to record.

To determine the carrier responsible for the load:

- **Ask the driver** -
 - Who is the motor carrier directing and controlling the movement of this vehicle?
 - Who is the motor carrier responsible for the load?
 - Is the vehicle leased or rented?
 - Where is the motor carrier's principal place of business?
- **Shipping Papers (Bill of Lading)** - This document should provide the name of the business or carrier responsible for the load and receiving compensation for the movement. Shipping Papers are the written transportation contract between the shipper and the carrier.
- **Lease Agreement** - These documents identify the lessee. They may contain the correct US DOT and/or ICC MC numbers for the carrier responsible for the load.
- **Driver's Log** - When logs are required, they should contain the name of the motor carrier and the city and state where the motor carrier's principal place of business is located. This carrier may not be the business controlling movement of the load.
- **Vehicle Registration** - If the registered owner is the carrier responsible for the load, then record the US DOT and/or the ICC MC numbers from the tags on the side of the truck or truck/tractor (not the trailer). If these numbers are not on the side, ask the driver for the shipping documents. These documents (lease or contract papers) will have the correct US DOT and/or ICC MC numbers.
- **Hazardous Material #** - Placards are diamond shaped. Record either the 4-digit number or the name from the placard. Names might be: Poison, Explosives, Gases, Oxidizer, Radioactive, Corrosive, Dangerous. Trucks hauling chemicals from Canada may have the chemical number in an orange rectangle on the truck. If the placard is an international placard, it could have three groups of numbers. Examples of proper entries would be 1.4-D-1 or 1.1-A-1. If more than one placard is displayed, record only one.

If the owner of the vehicle is not the carrier responsible for the load, record name and address for the carrier responsible for the load in the space provided. If completing this information on an additional unit, record name and address in Narrative/Additional Information section on page 3.

- **Exempt Carriers** - are subject to the Federal Motor Carrier Safety Regulations. They are called "Exempt Carriers" because they are exempt from the economic regulations of the Interstate Commerce Commission. See VCR Manual for a list of exempt carriers.
 - Vehicles which haul "exempt" loads on intrastate runs are not required to have either a US DOT or ICC MC number. They operate under provisions of Section 203(b) of the Motor Carrier Act. Exempt loads are listed in the Vehicle Collision Report Form Manual.
 - Vehicles which haul "exempt" loads on interstate runs are required to have a US DOT number.